Process	*Create Allotment Request_By copying AOB*
Process Number	*BD – 039*

Description of Process

This process allows you to create an Allotment Request Report by copying all or a percentage of your AOB. Upon successful completion of the copy process, you can review the data copied either online or via a report; then make adjustments if necessary.

You will accomplish this by running a process that copies your Organization and Revenue Estimate Budgets. This process involves:

- Preparing the Organization Copy Process

- Preparing the Revenue Estimate Copy Process

- Combine both processes in a Copy Group

- Finally, initiate the copy group

Input to Process

Input values in the pool and target panels

Output of Process

Copy of data to create allotment request report.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Go > Process Financial Information > Adjust Standard Budgets > Use > Budget Copy Definition > Define Pool Fields > Update	Budget Copy Definition

Agency

Step 1: Create a new SCENARIO

Go > Design Business Rules > Design Chartfields > Use > Scenario > Add

The naming of the scenario for allotment request is very important. The naming convention should always be in the following format:

ALyyqqnn

AL - indicates scenario for an allotment request
yy - references the year of the allotment request (01, 02, etc.)
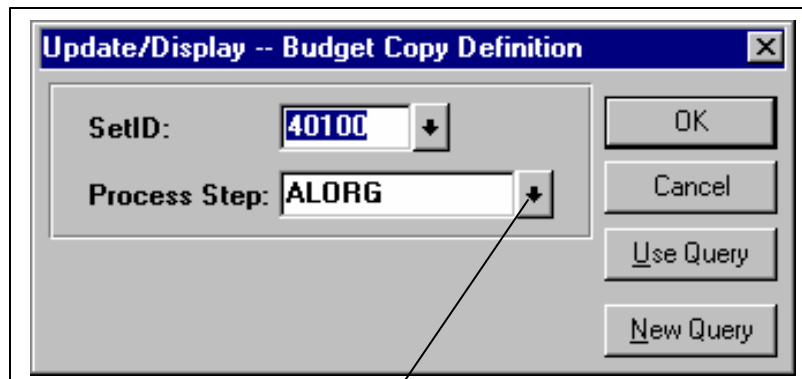**qq** - references the quarter of the allotment request (01, 02, 03 or 04)
nn - references the number of the allotment within the quarter in question (01, through 99).

So the scenario for the allotment for budget year 2001, quarter 3 and allotment number 5 would be **AL010305.**

Step 2: Verify Expense Copy Definition Information

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Go > Process Financial Information > Adjust Standard Budgets > Use > Budget Copy Definition > Define Pool Fields > Update

- Enter agency number
- Click the drop down 'Process Step' box and select process step ALORG. ALORG is the name of the Copy Definition for the expense budget.
- Click OK

Adjust Standard Budgets - Use - Budget Copy Definition

File Edit View Go Favorites Use Process Inquire Report Help

Pool | Target |

SetID: 40100   Step: ALORG   Allotment for Orgs

Effective Date: 01/01/1900   Status: Active

Pool Record
Ledger: ORG
TimeSpan: QTR-ALLYR

Copy Options
⦿ Update Existing Record   Factor (%):
○ Replace Existing Record   -25.0000

Pool Fields
Field Name: ACCOUNT

How Specified
○ Selected Detail Values
○ Selected Tree Nodes
⦿ Range of Values
From: 510000
To: 791000

Tree Information
○ Detail   ○ Dynamic
Tree:
Level:

Value/Node

FN70DEV   Define Pool Fields   Correction

- **Verify Pool Information**

Here you define the pool records, selection criteria, and selection method for the Copy process:

>   **SETID** is your Agency number.
>
>   **STEP** should be **ALORG**
>
>   **EFFECTIVE DATE** should always be **01/01/1900**
>
>   **STATUS** should always be **Active**

Pool Record

>   **LEDGER** should be **ORG**
>
>   **TIME SPAN** should be **QRT-ALLYR**

Copy Options

>   **UPDATE EXISTING RECORD** should be the option checked
>
>   **FACTOR (%)** should be the percentage of your AOB that will represent the current Allotment Requested.
>
>   *NOTE: The percentage amount should be negative e.g. -25.00%; this is so because the Organization Budget in PeopleSoft is stored as negative amounts.*

Agency

Pool Fields

    FIELD NAME -- ACCOUNT

      Range of Value should be checked

      From: should be 510000

      To: should be 791000

NOTE: *Use the second scroll bar in the lower right section of the panel to verify the next Pool Field.*

    FIELD NAME -- BUDGET YEAR

      Selected Detail Value should be checked

      Value/Node should be the budget year you are coping data from.

NOTE: *Use the second scroll bar in the lower right corner of the panel to verify the next Pool Field.*

    FIELD NAME -- CURRENCY_CD

      Selected Detail Value should be checked

      Value/Node should be USD

NOTE: *Use the second scroll bar in the lower right corner of the panel to verify the next Pool Field.*

    FIELD NAME -- LEDGER

      Selected Detail Value should be checked

      Value/Node should be ORG (Grayed out)

Adjust Standard Budgets - Use - Budget Copy Definition

File Edit View Go Favorites Use Process Inquire Report Help

Pool   Target

SetID: 40100   Step: ALORG   Allotment for Orgs

Effective Date: 01/01/1900   Status: Active

Target Record
Ledger: TimeSpan: Target TimeSpan Option: Records
ALLOT_REQ   QTR1   Divide Target Across Periods   Amount Map

Target Field Values
Field Name: ACCOUNT
Field Source: ⊙ Pool   ○ Fixed Value:

Field Name: APPROPRIATION_NBR
Field Source: ⊙ Pool   ○ Fixed Value:

Field Name: BUDGET_YEAR
Field Source: ⊙ Pool   ○ Fixed Value:

FN70DEV   Define Target Fields   Correction

- **Verify Target Information**

Click the 'Target' tab in the upper left section of the panel. This will display the target portion of the panel group.

Here you define the destination for the Copy—the target records and field values.

SETID is your Agency number.

STEP should be **ALORG**

EFFECTIVE DATE should always be **01/01/1900**

STATUS should always be **Active**

LEDGER should be ALLOT_REQ

TIME SPAN should be QTR1

**TARGET TIMESPAND OPTION** should be Divide Target Across Periods

Target Field Values

All Target Field Value should have a Field Source of 'Pool' except the following:

NOTE: Use the inner scroll bar in the lower right section of the panel to verify the fields in question.

> **LEDGER** should be ALLOT_REQ (Grayed Out)
>
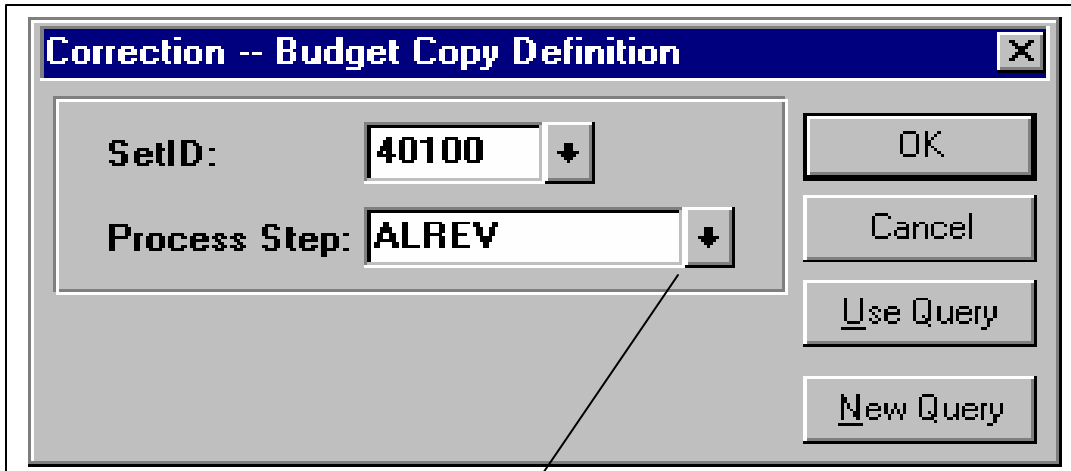> **SCENARIO** should be scenario you created in step 1.

Click the save icon.
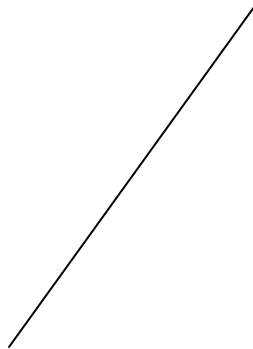
Step 3: Verify Revenue Copy Definition Information

•

Go > Process Financial Information > Adjust Standard Budgets > Use > Budget Copy Definition >
Define Pool Fields > Update

```
Correction -- Budget Copy Definition                    ×

    SetID:          40100    ▾                    OK

    Process Step:  ALREV          ▾               Cancel

                                                 Use Query

                                                 New Query
```

   • Enter agency number
   • Click the drop down 'Process Step' box and select process step ALREV. ALREV is the
     name of the Copy Definition for the revenue budget.

Click OK

Agency

Adjust Standard Budgets - Use - Budget Copy Definition

File Edit View Go Favorites Use Process Inquire Report Help

Pool | Target

| SetID: | 40100 | Step: | ALREV | Allotment Revest |

Effective Date: 01/01/1900   Status: Active

Pool Record
Ledger: REVEST
TimeSpan: QTR-ALLYR

Copy Options
○ Update Existing Record
○ Replace Existing Record
Factor (%): 50.0000

Pool Fields
Field Name: ACCOUNT

How Specified
● Selected Detail Values
○ Selected Tree Nodes
○ Range of Values
From:
To:

Tree Information
○ Detail   ○ Dynamic
Tree:
Level:

Value/Node
000001

FN70DEV | Define Pool Fields | Correction

- **Verify Pool Information**

Here you define the pool records, selection criteria, and selection method for the Copy process:

    SETID is your Agency number.

    STEP should be **ALREV**

    EFFECTIVE DATE should always be **01/01/1900**

    STATUS should always be **Active**

Pool Record

    LEDGER should be **REV**

    TIME SPAN should be **QRT-ALLYR**

Copy Options

    UPDATE EXISTING RECORD should be the option checked

    FACTOR (%) should be the percentage of your AOB that will represent the current Allotment Requested.   The % should be opposite of the % on the ALORG copy definition.

Pool Fields

    FIELD NAME -- ACCOUNT

        Selected Detail Value should be checked

        Value/Node should be 000001

NOTE: *Use the second scroll bar in the lower right section of the panel to verify the next Pool Field.*

    FIELD NAME -- BUDGET YEAR

        Selected Detail Value should be checked

        Value/Node should be the budget year you are coping from.

NOTE: *Use the second scroll bar in the lower right corner of the panel to verify the next Pool Field.*

    FIELD NAME -- CURRENCY_CD

        Selected Detail Value should be checked

        Value/Node should be USD

NOTE: *Use the second scroll bar in the lower right corner of the panel to verify the next Pool Field.*

    FIELD NAME -- LEDGER

        Selected Detail Value should be checked

        Value/Node should be Revest (Grayed Out)

Verify Target Information

Click the 'Target' tab in the upper left section of the panel. This will display the target portion of the panel group.

Here you define the destination for the Copy—the target records and field values.

> **SETID** is your Agency number.
>
> **STEP** should be **ALREV**
>
> **EFFECTIVE DATE** should always be **01/01/1900**
>
> **STATUS** should always be **Active**
> **LEDGER** should be ALLOT_REQ
>
> **TIME SPAN** should be QTR-ALLYR Use the
>
> **TARGET TIMESPAND OPTION** should be Divide Target Across Periods
>
> Click the save icon.

Step 4: Verify Budget Copy Group
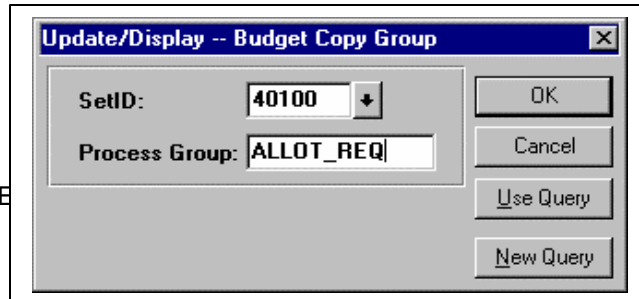
Go > Process Financial Information > Adjust Standard Budgets > Use > Budget Copy Group > Update/Display

Each Budget Copy Definition (ALORG & ALREV) must belong to a Budget Copy Group. The budget copy group essentially combines both copy definitions so they can be processed simultaneous.

       SETID should be your agency

          number

       PROCESS GROUP should be

               ALLOT_RE

Click OK.

ALORG and ALREV are the copy definitions that should be listed.

If both copy definitions are presents move on the next step of initiating the copy process.

Step 5: Initiating Budget Copy Processing

Go > Process Financial Information > Adjust Standard Budgets > Process > Budget Copy Request > Add or Update/Display

PROCESS FREQUENCY should be Always

UNIT should be your agency number

PROCESS GROUP should be ALLOT_REQ

AS OF DATE should always be the current date

CALCULATIONS LOG should be checked

TRANSLATE AND SUMMARIZE should be checked

BUDGET TYPE should be Allocation Request

Initiate the process by clicking the run icon.

Step 6: Run Report
Upon successful completion of the Allocation copy process, view the data copied and make adjustments if necessary.

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested